



State of California - Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## Duty Statement

☐ CURRENT ☒ PROPOSED ☐ STANDARD

<b>Division</b>	<b>Classification</b>	<b>Position Number</b>
Administrative Services	Associate Admin Analyst (Acctng Sys)	549-070-5304-001
<b>District/HQ Section</b>	<b>Working Title</b>	<b>CBID</b>
Accounting Services	Associate Systems Analyst	R01
<b>Sector/HQ Unit</b>	<b>Reporting Location</b>	<b>Incumbent</b>
Fiscal Systems Unit	Headquarters-Sacramento	
<b>State Housing (only check if required)</b>		<b>Supervisor Classification</b>
<input type="checkbox"/> Required		Staff Administrative Analyst (AS)
<b>Position Description</b>		
<p>Under the general direction of the Staff Administrative Analyst (Accounting Systems), the Associate Administrative Analyst (Accounting Systems) performs professional level tasks necessary for developing, maintaining, testing, documenting, and enhancing the systems needed to satisfy the Department's fiscal information needs. Manage and monitor the daily, monthly, and yearly operations of the Financial Information System for California (FI\$Cal) and the department's internal Fiscal Tracking System (FTS). Specific duties include, but are not limited to:</p>		
<b>Essential Functions</b>		
<b>Percentage</b>	<b>Task</b>	
40%	<p>-Develop, maintain, and enhance financial applications in order to adequately provide for the department's need to monitor and review fiscal data. Monitor daily, monthly, and yearly operations of the departments accounting/budgeting/procurement system (FI\$Cal).</p> <p>-Study systems by analyzing work flow as well as the policies, procedures, and practices of state agencies to make recommendations and develop new or revise existing systems.</p> <p>-Provide guidance and training to subordinate analysts, Accounting Section staff, and agency personnel to resolve complex system issues. These duties require a working knowledge of the accounts receivable, accounts payable, labor, Tempo timesheet application, FI\$Cal Chartfields, general ledger, and cost allocation areas. Work independently or on a team. Coordinate with internal staff, Accounting Section staff, Budget Section staff as well as control agencies such as Department of Finance, Department of General Services, State Controller's Office, Department of FI\$Cal, and the State Treasurer's Office.</p> <p>-Upload data to FI\$Cal from various formats. Provide ad hoc reports for various requestors after analyzing data and consulting with departmental staff. Write procedures and create flow charts to document applications and processes. Maintain departmental applications in multiple platforms such as database, spreadsheet and Web-based applications.</p>	
20%	<p>-Develop, maintain, and update the more complex databases. In particular, databases used to upload large volumes of expenditure, revenue, and accrual transactions.</p> <p>-Work closely with the Information Technology Section to manage web applications and Microsoft SQL Server infrastructure related to these processes.</p>	
20%	<p>-Assist in the maintenance of various FI\$Cal tables, ensuring their accuracy and ability to adequately provide for the department's needs.</p> <p>-Analyze the budget act to establish coding that appropriately records agency data so that it will reconcile with the State Controller's Office records insuring accurate year end reports.</p> <p>-Establish project and activity codes at the direction of the Budget Section and within departmental guidelines.</p>	

10%	-Provide technical assistance and training to departmental staff on financial applications, including FTS and FI\$Cal.  -Maintain a broad detailed understanding and knowledge of the functionalities of FI\$Cal and how the system works in processing accounting transactions from beginning to end.  -Develop and update training materials as policies, procedures, and technologies change. Provide the Accounting Section with assistance analyzing fiscal issues. Consult with departmental officials, analyze and document issues, prepare reports with recommendations, and develop and implement procedures to resolve the issues. Direct lower level analysts in troubleshooting issues.	
<b>Marginal Functions</b>		
Percentage	Task	
5%	Make presentations and participate in training for departmental management, program, district, and other key staff on matters concerning accounting policy and system capabilities.	
5%	Perform other job related duties as required for operational continuity.	
<b>Typical Working Conditions</b>		
The incumbent works on the 12th floor of a high rise office building in downtown Sacramento. The job requires extensive use of a personal computer.		
<b>Special Requirements</b>		
The incumbent must be available during the critical year end closing period. Mandatory overtime, including weekend work, may be necessary during the year end closing process.		
<i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
<b>Supervisor Statement</b>		
<i>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
<b>Employee Statement</b>		
<i>I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date